



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the full-time (40hrs/wk) position of:

Engineering Assistant

Department of Public Works

Starting Hourly Range: \$28.92 - \$34.01
Excellent Benefits Package

<p>The <u>REQUIRED</u> Town of Lexington application form must be received in the Town's Human Resource Department by Friday, August 19, 2016.</p>

GENERAL SUMMARY:

Under the general supervision of the Assistant Town Engineer, performs routine and complex technical engineering related work for environmental, water, sewer, street, and other public works projects and programs.

ESSENTIAL JOB FUNCTIONS:

- ◆ Directs field work for contract and in-house labor on Public Works projects, and inspects construction sites to determine quality of work and conformance to design specifications. Makes field changes to design drawings as necessary, such as adjusting grades for drain and sewer structures and piping, and maintains related records.
- ◆ Coordinates construction project planning and day-to-day scheduling, including coordination with Police, Highway, Lexpress, and other Town departments. Tracks project progress and provides up-to-date progress reports as needed.
- ◆ Reviews contractor plans and shop drawings for compliance with project specifications and related regulations and standards. Receives and verifies contractor invoices.
- ◆ Provides customer service and responds to inquiries from contractors, developers, property owners, project abutters, Town staff, and the general public.
- ◆ Assists in the maintenance of engineering and infrastructure records, and may prepare detailed reports as necessary. Researches records, maps, and other materials as needed to obtain engineering data for projects or per customer request.

- ◆ May assist in the preparation of engineering designs, drawings, and specifications, sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans.
- ◆ May assist in the review of applications for utility permits, street use permits, franchise utility permits, etc.
- ◆ Performs a variety of office related functions, including preparing permits, correspondence, brochures, and presentation materials, reducing field notes, printing materials, and answering phones.
- ◆ May serve as a member of the survey crew as needed.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

Associate's Degree or two-year college certificate with one to three years of increasingly responsible technical engineering, surveying, or drafting experience.

ADVANCED EDUCATION & EXPERIENCE:

A degree in Civil Engineering or related field is preferred.

QUALIFICATIONS:

Knowledge of:

- ◆ Basic civil engineering principles and engineering design standards.
- ◆ Drafting techniques, terminology, methods and instruments.
- ◆ Materials, methods, and techniques of modern construction.
- ◆ Engineering maps and construction plans and specifications.
- ◆ Survey principles and practices.
- ◆ Computer aided design systems and their relationship with Geographic Information Systems.
- ◆ Modern office procedures, practices, and computer equipment.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- ◆ Understand and interpret engineering plans and specifications.
- ◆ Perform technical civil engineering plan reviews.
- ◆ Use algebraic formulas, trigonometry tables, and statistical mathematics.

- ◆ Effectively operate engineering related tools and printer/plotter.
- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Maintain accurate engineering records.
- ◆ Communicate clearly, both orally and in writing, and maintain effective working relationships.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Works offsite during occasional field inspections. Works outside in all weather conditions and is exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. May operate motor vehicle and various engineering related tools.

The majority of work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, drafting tools, engineering calculator, and other office equipment. Work may require extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

Application deadline Friday, August 19, 2016.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
 Human Resources Department
 Town of Lexington
 1625 Massachusetts Avenue

Lexington, MA 02420
(781) 698-4593